



PHRST 9.1 Upgrade

Employee Self-Service Changes

October 2012

On October 22, 2012, Employee Self-Service will be upgraded from PHRST v8.9 to PHRST v9.1. Below are important dates regarding the ability to view payroll (ePay) and benefits (eBenefits) information online during the upgrade.

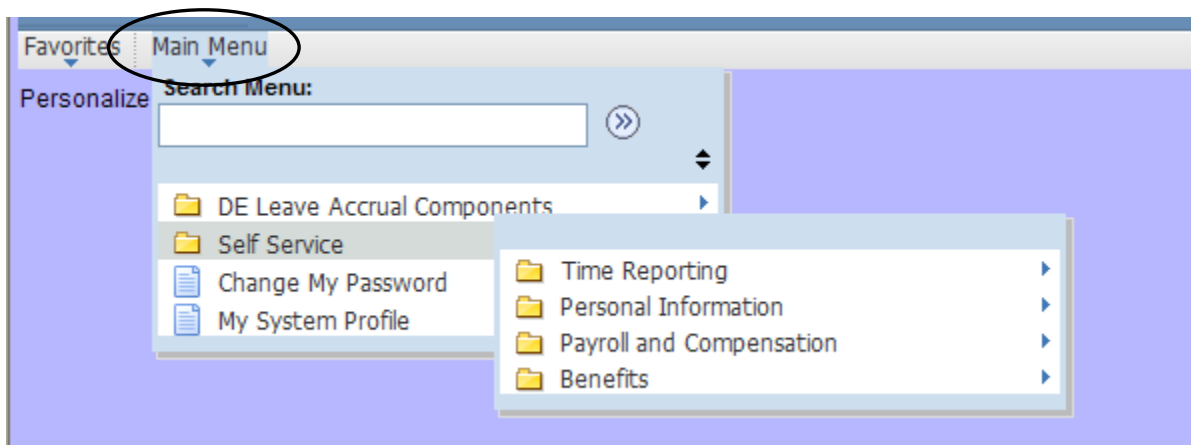
System Down For PHRST Employee Self-Service Upgrade

- ✓ Employee Self-Service will NOT be available starting 4:30 p.m. on October 19th, October 20th and October 21st.
- ✓ Employee Self-Service will be available on October 22nd.

Employee Self-Service Changes

Navigation

Menu navigation has changed to “breadcrumbs.” Click Main Menu at the top of the page to navigate to all Self-Service pages.



Time Reporting (Time & Labor Self-Service Employees Only)

- Time Reporting and Punch Timesheet links have been removed from the Timesheet.
- For employees with multiple self-service Time & Labor jobs, click the *Job Description* link of the record to be updated.

Favorites | Main Menu > Self Service > Time Reporting > Report Time > Timesheet

Report Time

Timesheet

Instructions

Joe Employee		Customize Find First 1-2 of 2 Last
Job Description	Empl Record	Department Description
Engineering Technician III	0	DOT/TransSol/Traffic
Casual/Seasonal (37.5 hr)	1	DTI/Oper Off/Controller's Off

Personal Information

There are no changes.

Payroll and Compensation

- In v8.9 when selecting View Paycheck, your current paycheck is displayed. In v9.1, a list of available checks by Check Date will be displayed.
- Select the *Check Date* link of the paycheck to be viewed.
- Select the *View All* link to see the list of all paychecks available for viewing.

Favorites | Main Menu > Self Service > Payroll and Compensation > View Paycheck

View Paycheck

Jane Employee

Review your available paychecks below. Select the check date of the paycheck you would like to review.

Select Paycheck

Customize | Find | **View All** | First 1-8 of 53 Last

Check Date	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number
2012-06-29	State of Delaware	06/03/2012	06/16/2012	\$1852.89	10500224
2012-06-15	State of Delaware	05/20/2012	06/02/2012	\$1466.05	10465260
2012-06-01	State of Delaware	05/06/2012	05/19/2012	\$1348.03	10404680
2012-05-18	State of Delaware	04/22/2012	05/05/2012	\$1440.39	10363922
2012-05-04	State of Delaware	04/08/2012	04/21/2012	\$1417.68	10323553
2012-04-20	State of Delaware	03/25/2012	04/07/2012	\$1506.28	10283120
2012-04-05	State of Delaware	03/11/2012	03/24/2012	\$1201.95	10242579
2012-03-23	State of Delaware	02/26/2012	03/10/2012	\$966.68	10202197

Benefits Summary

- In v8.9, Dependent/Beneficiary Relationships were gender-specific (i.e., daughter, son, sister, brother, niece, nephew, grandmother, grandfather). In v9.1, they are consolidated into **Relationships** and updated to a genderless-specific value. For example, Daughter' now has the value of 'Child,' and 'Brother' has the value of 'Sibling'.
- Eligible enrolled Dependents with a Relationship of 'Niece' or 'Nephew', are changed to 'Recognized Child'.
- All other Dependent/Beneficiaries with a Relationship of 'Niece' or 'Nephew' are now 'Other Relative.'

Favorites Main Menu > Self Service > Benefits > Benefits Summary

Medical

Jane Employee

To view your benefits as of another date, enter the date and select Go.

09/13/2012

Medical

Plan Name: Blue Cross Blue Care® BT

Plan Provider: [Blue Cross Blue Shield of DE](#)

Coverage: Employee + Child(ren)

Group Number: 107221

Customer Service: Extension:

Covered Dependents	
Name	Relationship
Joe Dependent	Child
Jane Dependent	Child